

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
MEETING  
Dorr Township Library  
Time: January 20, 2025 @ 6:30 pm**

**Call to Order:**

**Roll Call:**

**Changes to the Agenda:**

**Public Comment & Correspondence:**

**Approval of the Agenda:**

**Approval of the Minutes:** December 9, 2024

**Treasurer's Report:** October, November, December. Credit Card - \$3,866.87 for December.

**Director's Report:**

**Committee Reports:**

**NEW BUSINESS:**

1. Board membership in light of election of less than full Board.
2. Elections for Board Officers.
3. Signatures for Banking Access.

**OLD BUSINESS:**

1. Interview of Trustee Candidate Gordon Lieffers.

**Township Board Meeting:** January 23, 2025 7 pm.

**Adjournment:**

**Next regular meeting:** February 17, 2025 at 6:30 pm

**DORR TOWNSHIP LIBRARY  
BOARD OF TRUSTEES  
MEETING  
Dorr Township Library  
Time: December 9, 2024 @ 6:30 pm**

**MINUTES**

**Meeting was called to order at 6:44 PM**

**Pledge of Allegiance:** was said.

**Roll Call:** Present- Jeffrey Babbitt, Brittany Hunter, Carrie Brooks, Bruce Bendull, Andrea Strong. Absent- Shana Dykhuis, Michael Rydman.

**Changes to the Agenda:** None. Brooks motioned to strike old business #1 from the agenda. Hunter seconded. All yes, motion carried. Brooks motioned to approve the agenda as amended. Bendull seconded. All yes, motion carried.

**Public Comment & Correspondence:** None.

**Approval of the Minutes:** Brooks motioned to approve the minutes from November 18, 2024. Strong seconded. All yes, motion carried.

**Treasurer's Report:** Brooks motioned to table the Treasurer's report for November, but pay the credit card in the amount of \$3979.80. Bendull seconded. All yes, motion carried.

**Director's Report:** Was heard. Director reported that programs continue to be well-attended, most of them at capacity. Active patron count remains high. The library averaged 50 visits per open day. The library has received a grant from the Perrigo Foundation Board for the Excel Adult High School program. Director has been appointed as co-secretary for the Dorr Business Association for 2025.

**Committee Reports:** None.

**NEW BUSINESS:**

**1. Discussion of procedure for Board appointees to fill seats for 2025.** The issue was discussed.

**OLD BUSINESS**

None.

**Adjournment:** Brooks motioned to adjourn at 6:59 PM. Strong seconded. All yes, motion carried.

**Township Board Meeting:** November 19, 2024 7 pm. Babbitt will attend.

**Next Regular Meeting:** January 20, 2024 at 6:30 pm

Submitted by Brittany Hunter, Secretary.

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of November 30, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
271-000-001 Checking	182,138.83
271-000-002 ICS Account	319,942.16
271-000-003 Huntington CD	6,683.05
<b>Total Bank Accounts</b>	<b>\$508,764.04</b>
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$518,990.65</b>
<b>TOTAL ASSETS</b>	<b>\$518,990.65</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	724.27
271-000-229.1 Federal Taxes (941/944)	2,018.10
271-000-229.2 Federal Unemployment (940)	146.38
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Local Tax	39.47
MI Unemployment Tax	0.00
<b>Total 271-000-231.1 Payroll Liabilities</b>	<b>4,805.99</b>
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$8,151.66</b>
<b>Total Current Liabilities</b>	<b>\$8,151.66</b>
<b>Total Liabilities</b>	<b>\$8,151.66</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of November 30, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	-54,166.14
<b>Total Equity</b>	<b>\$510,838.99</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$518,990.65</b>

**Check Register 2024 - November**

<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Vender</b>	<b>Memo</b>	<b>Amount</b>
11/01/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/16/2024-10/29/2024	-444.97
11/01/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/16/2024-10/29/2024	-335.92
11/01/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/16/2024-10/29/2024	-922.2
11/01/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/16/2024-10/29/2024	-290.98
11/01/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/16/2024-10/29/2024	-367.46
11/01/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/16/2024-10/29/2024	-487.54
11/01/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/16/2024-10/29/2024	-1,417.12
11/01/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/16/2024-10/29/2024	-347.18
11/01/2024	Check	16366	CENTER POINT LARGE PRINT	Invoice #2126250	-144.75
11/01/2024	Check	16367	Coverall of West Michigan	Invoice #7370169766	-450
11/04/2024	Check	16369	Cadence Jansens	Lost and Paid Book refund	-11.95
11/05/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-0.14
				Invoice #5392	
11/08/2024	Check	16371	Decker Agency	Cyber Insurance November 2024-October 2025	-860.00
11/08/2024	Check	16372	Griffin Pest Solutions	Invoice #2562443	-97.00
11/08/2024	Check	16373	UNIQUE MANAGEMENT SERVICES INC	Invoice #6132871	-9.85
11/13/2024	Check	16374	Dorr Business Association	Community Supporter membership, 2025	-125.00
11/13/2024	Check	16375	Jeffrey L. Babbitt	November reimbursement	-32.83
11/13/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-22.90
11/14/2024	Expense		Chase Card Services		-4,197.50
11/15/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/30/2024-11/12/2024	-1,333.56
11/15/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/30/2024-11/12/2024	-444.97
11/15/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/30/2024-11/12/2024	-335.93
11/15/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/30/2024-11/12/2024	-363.72
11/15/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/30/2024-11/12/2024	-353.70
11/15/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/30/2024-11/12/2024	-328.04
11/15/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/30/2024-11/12/2024	-347.18
11/15/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/30/2024-11/12/2024	-919.27
11/21/2024	Tax Payment		IRS	Tax Payment for Period: 10/01/2024-10/31/2024	-1,775.08
11/21/2024	Check	16378	Jennifer L. Chamberlain	Reimbursement for Book Club snacks	-8.33
11/21/2024	Check	16379	Fish Window Cleaning	Invoice #1460-286885	-132.00
11/21/2024	Check	16380	Allegan County Treasurer	Tax chargeback	-63.7
11/22/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 10/01/2024-10/31/2024	-379.18
11/22/2024	Check	16381	Pine Rest Christian Mental Health Services	Invoice #INV121492	-260

11/22/2024	Check	16382	Jeffrey L. Babbitt	Reimbursement for last half of November	-37.65
11/22/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-58.34
11/25/2024	Check	16383	US Bank Equipment Finance	Invoice #542633177	-521.51
11/25/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-17.28
11/29/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/13/2024-11/26/2024	-919.25
11/29/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/13/2024-11/26/2024	-335.91
11/29/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/13/2024-11/26/2024	-1,333.54
11/29/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/13/2024-11/26/2024	-303.09
11/29/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/13/2024-11/26/2024	-334.43
11/29/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/13/2024-11/26/2024	-386.02
11/29/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/13/2024-11/26/2024	-347.18
11/29/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/13/2024-11/26/2024	-444.98
11/29/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRAN	-39.68
11/30/2024	Check	16384	Midwest Tape	Invoice #506413641	-747.07
11/30/2024	Check	16387	T-Mobile	Account #*****4354	-187.51

# DORR TOWNSHIP LIBRARY

## General Ledger

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
271-000-001 Checking							
	Beginning Balance						187,127.46
11/01/2024	Check	16367	Coverall of West Michigan	Invoice #7370169766	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	186,677.46
11/01/2024	Check	16366	CENTER POINT LARGE PRINT	Invoice #2126250	271-790-727 703-728. Operations:703. Books	-144.75	186,532.71
11/01/2024	Deposit				271-000-002 ICS Account	4,613.37	191,146.08
11/01/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-	189,728.96
						1,417.12	
11/01/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-922.20	188,806.76
11/01/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-487.54	188,319.22
11/01/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-444.97	187,874.25
11/01/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-367.46	187,506.79
11/01/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-347.18	187,159.61
11/01/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-335.92	186,823.69
11/01/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/16/2024-10/29/2024	Direct Deposit Payable	-290.98	186,532.71
11/04/2024	Check	16369	Cadence Jansens		271-000-676.1 405-407. Other Types of Income:407. Reimbursements	-11.95	186,520.76
11/04/2024	Deposit				-Split-	132.61	186,653.37
11/04/2024	Deposit				271-000-002 ICS Account	429.48	187,082.85
11/05/2024	Deposit				-Split-	0.14	187,082.99
11/05/2024	Expense				271-000-002 ICS Account	-0.14	187,082.85
11/06/2024	Deposit				271-000-002 ICS Account	12.14	187,094.99
11/07/2024	Deposit				-Split-	5.26	187,100.25
11/07/2024	Deposit				271-000-002 ICS Account	444.74	187,544.99
11/08/2024	Check	16371	Decker Agency	Invoice #5392	271-790-957 Other Types of Expenses:Insurance - Liability, D and O	-860.00	186,684.99
11/08/2024	Check	16372	Griffin Pest Solutions	Invoice #2562443	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	186,587.99
11/08/2024	Check	16373	UNIQUE MANAGEMENT SERVICES INC	Invoice #6132871	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-9.85	186,578.14
11/12/2024	Deposit				271-000-002 ICS Account	702.91	187,281.05
11/13/2024	Check	16374	Dorr Business Association		271-790-805 800. Professional and Contract Services:805. Professional Dues	-125.00	187,156.05
11/13/2024	Check	16375	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-32.83	187,123.22
11/13/2024	Deposit				-Split-	77.53	187,200.75
11/13/2024	Expense				271-000-002 ICS Account	-22.90	187,177.85
11/14/2024	Expense		Chase Card Services		-Split-	-	182,980.35
						4,197.50	
11/15/2024	Deposit				271-000-658 404. Penal Fines	2,481.62	185,461.97
11/15/2024	Deposit				271-000-002 ICS Account	6,343.15	191,805.12
11/15/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-	190,471.56
						1,333.56	
11/15/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-919.27	189,552.29
11/15/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-444.97	189,107.32
11/15/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-363.72	188,743.60
11/15/2024	Payroll Check	DD	Diane Switzer	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-353.70	188,389.90
11/15/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-347.18	188,042.72
11/15/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-335.93	187,706.79
11/15/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 10/30/2024-11/12/2024	Direct Deposit Payable	-328.04	187,378.75
11/15/2024	Expense		Chase Card Services		65160 Other Types of Expenses:Other Costs	-	183,181.25
						4,197.50	
11/18/2024	Deposit				271-000-002 ICS Account	200.00	183,381.25
11/19/2024	Deposit				271-000-002 ICS Account	97.00	183,478.25
11/21/2024	Check	16378	Jennifer L. Chamberlain		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-8.33	183,469.92
11/21/2024	Check	16379	Fish Window Cleaning	Invoice #1460-286885	271-790-806 800. Professional and Contract Services:806. Professional Services	-132.00	183,337.92
11/21/2024	Check	16380	Allegan County Treasurer		271-790-956 780. Misc Expense:781. Fee refund	-63.70	183,274.22
11/21/2024	Deposit				271-000-002 ICS Account	2,279.26	185,553.48
11/21/2024	Tax Payment		IRS	Tax Payment for Period: 10/01/2024-10/31/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-	183,778.40
						1,775.08	
11/22/2024	Check	16381	Pine Rest Christian Mental Health Services	Invoice #INV121492	718. insurance	-260.00	183,518.40
11/22/2024	Check	16382	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-37.65	183,480.75
11/22/2024	Deposit				-Split-	58.34	183,539.09
11/22/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 10/01/2024-10/31/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-379.18	183,159.91
11/22/2024	Expense				271-000-002 ICS Account	-58.34	183,101.57
11/25/2024	Check	16383	US Bank Equipment Finance	Invoice #542633177	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-521.51	182,580.06
11/25/2024	Deposit				-Split-	3.79	182,583.85
11/25/2024	Deposit				-Split-	13.49	182,597.34
11/25/2024	Expense				271-000-002 ICS Account	-17.28	182,580.06
11/27/2024	Deposit				271-000-002 ICS Account	493.35	183,073.41
11/29/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	39.68	183,113.09
11/29/2024	Deposit				271-000-002 ICS Account	4,404.40	187,517.49
11/29/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-	186,183.95
						1,333.54	
11/29/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-919.25	185,264.70
11/29/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-444.98	184,819.72
11/29/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-386.02	184,433.70
11/29/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-347.18	184,086.52
11/29/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-335.91	183,750.61
11/29/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-334.43	183,416.18
11/29/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/13/2024-11/26/2024	Direct Deposit Payable	-303.09	183,113.09
11/29/2024	Expense				271-000-002 ICS Account	-39.68	183,073.41
11/30/2024	Check	16384	Midwest Tape	Invoice #506413641	271-790-736 703-728. Operations:711. databases	-747.07	182,326.34



# DORR TOWNSHIP LIBRARY

## General Ledger

November 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
11/30/2024	Check	16387	T-Mobile	Account #*****4354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-187.51	182,138.83
<b>Total for 271-000-001 Checking</b>						<b>\$ -</b>	<b>4,988.63</b>

# DORR TOWNSHIP LIBRARY

## Profit and Loss

November 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,481.62
43400 583. Direct Public Support	
271-000-674.3 583.4 Donations	13.95
<b>Total 43400 583. Direct Public Support</b>	<b>13.95</b>
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	39.68
271-000-675.1 405. Miscellaneous Revenue	
271-00-642.1 405.5 Book Sales	29.80
271-000-602.3 405.4 Faxes	51.30
271-000-667 405.3 Meeting Room Rental	90.00
271-000-675.2 405.9 Uncategorized Income	9.25
271-000.602.1 405.1 Copies	144.20
<b>Total 271-000-675.1 405. Miscellaneous Revenue</b>	<b>324.55</b>
271-000-676.1 407. Reimbursements	-11.95
271-000-676.2 407.1 Credit Card Credits	31.41
271-000-676.3 407.2 Book Replacement	19.93
<b>Total 271-000-676.1 407. Reimbursements</b>	<b>39.39</b>
<b>Total 46400 405-407. Other Types of Income</b>	<b>403.62</b>
<b>Total Income</b>	<b>\$2,899.19</b>
<b>GROSS PROFIT</b>	<b>\$2,899.19</b>
Expenses	
271-790-715.3 702. Payroll Expenses	98.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	
271-790-920 729.1 Telephone, Telecommunications	457.46
<b>Total 271-790-921 729. Rent, Parking, Utilities</b>	<b>457.46</b>
271-790-931 730. Equip Rental and Maintenance	521.51
271-790-932 731. Computer Equipt.	541.96
271-790-933 732. Technology	25.00
<b>Total 271-790-930 729-734. Facilities and Equipment</b>	<b>1,545.93</b>
62100 800. Professional and Contract Services	
271-790-803 803. Unique Management Costs	9.85
271-790-805 805. Professional Dues	125.00
271-790-806 806. Professional Services	679.00
<b>Total 62100 800. Professional and Contract Services</b>	<b>813.85</b>
65000 703-728. Operations	
271-790-727 703. Books	1,794.19
271-790-730 705. Periodicals	39.95

# DORR TOWNSHIP LIBRARY

## Profit and Loss

November 2024

	TOTAL
271-790-732 708. AV	
271-790-734 708.3 DVD	183.92
271-790-735 708.4 Video Games	55.95
<b>Total 271-790-732 708. AV</b>	<b>239.87</b>
271-790-736 711. databases	747.07
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	509.27
<b>Total 271-790-737 720. Supplies</b>	<b>509.27</b>
271-790-739 721. Advertising	39.98
271-790-880 710. Programs (Community Promotions)	827.95
271-790-960.1 709. Ed. & Train Dor	58.30
271-790-960.2 709.1 Travel and Meetings	70.48
<b>Total 271-790-960.1 709. Ed. &amp; Train Dor</b>	<b>128.78</b>
<b>Total 65000 703-728. Operations</b>	<b>4,327.06</b>
65100 Other Types of Expenses	
271-790-957 Insurance - Liability, D and O	860.00
65160 Other Costs	4,197.50
<b>Total 65100 Other Types of Expenses</b>	<b>5,057.50</b>
718. insurance	260.00
780. Misc Expense	
271-790-956 781. Fee refund	63.70
782. Square Reader Fees	4.84
<b>Total 780. Misc Expense</b>	<b>68.54</b>
Payroll Expenses	
271-790-702 Wages	15,579.49
271-790-715.1 Taxes	1,191.86
<b>Total Payroll Expenses</b>	<b>16,771.35</b>
<b>Total Expenses</b>	<b>\$28,942.23</b>
NET OPERATING INCOME	<b>\$ -26,043.04</b>
NET INCOME	<b>\$ -26,043.04</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of December 31, 2024

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
271-000-001 Checking	183,334.36
271-000-002 ICS Account	303,182.11
271-000-003 Huntington CD	6,683.05
<b>Total Bank Accounts</b>	<b>\$493,199.52</b>
Other Current Assets	
271-000-040 019. Audit Accts Receivable	10,226.61
<b>Total Other Current Assets</b>	<b>\$10,226.61</b>
<b>Total Current Assets</b>	<b>\$503,426.13</b>
<b>TOTAL ASSETS</b>	<b>\$503,426.13</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
271-000-202 Accounts Payable	0.00
<b>Total Accounts Payable</b>	<b>\$0.00</b>
Other Current Liabilities	
271-000-204 Audit Accts Payable	3,345.67
271-000-231.1 Payroll Liabilities	191.25
215. MI Unemployment Tax	0.00
271-000-228.1 212. MI Income Tax	326.14
271-000-228.2 214. MI Income Tax	-68.88
271-000-228.3 MI Income Tax	527.00
271-000-229.1 Federal Taxes (941/944)	1,131.62
271-000-229.2 Federal Unemployment (940)	146.38
271-000-229.3 211. Federal Unemployment (940)	-859.26
271-000-229.4 213. Federal Taxes (941/944)	705.18
271-000-231.2 216. Blue Cross Dental	250.04
271-000-231.3 217. Blue Cross Vision	1,287.16
271-000-231.4 Blue Cross Dental	5.48
271-000-231.5 Blue Cross Vision	40.66
MI Local Tax	50.53
MI Unemployment Tax	0.00
<b>Total 271-000-231.1 Payroll Liabilities</b>	<b>3,733.30</b>
701. Direct Deposit Payable	0.00
Direct Deposit Payable	0.00
<b>Total Other Current Liabilities</b>	<b>\$7,078.97</b>
<b>Total Current Liabilities</b>	<b>\$7,078.97</b>
<b>Total Liabilities</b>	<b>\$7,078.97</b>

# DORR TOWNSHIP LIBRARY

## Balance Sheet

As of December 31, 2024

	TOTAL
Equity	
271-000-389 012. Opening Bal Equity	120,892.09
271-000-390 013. Fund Balance	444,113.04
Net Income	-68,657.97
<b>Total Equity</b>	<b>\$496,347.16</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$503,426.13</b>

**Check Register 2024 - December**

<b>Date</b>	<b>Type</b>	<b>Check #</b>	<b>Vender</b>	<b>Memo</b>	<b>Amount</b>
12/04/2024	Check	16385	Farmers Disposal	Quarterly Trash Pickup	-114
12/04/2024	Check	16386	Coverall of West Michigan	Invoice #7370170058	-450
12/09/2024	Check	16388	UNIQUE MANAGEMENT SERVICES INC	Invoice#6133953	-19.7
12/09/2024	Check	16389	Griffin Pest Solutions	Invoice #2575663	-97.00
12/09/2024	Check	16390	CENTER POINT LARGE PRINT	Invoice #2133036	-144.38
12/09/2024	Expense		Chase Card Services		-3,979.80
12/12/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-1,874.30
12/13/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/27/2024-12/10/2024	-378.88
12/13/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/27/2024-12/10/2024	-989.9
12/13/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/27/2024-12/10/2024	-443.76
12/13/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/27/2024-12/10/2024	-335.06
12/13/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/27/2024-12/10/2024	-444.96
12/13/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/27/2024-12/10/2024	-339.94
12/13/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/27/2024-12/10/2024	-1,265.62
12/13/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/27/2024-12/10/2024	-400.54
12/15/2024	Check	16391	Luke Lenhart	Christmas Concert music	-400.00
12/16/2024	Check	16392	Foster, Swift, Collins & Smith	Invoice #901084	-759.50
12/16/2024	Check	16393	Then and Now Genealogy Library	2025 Membership Fee	-25.00
12/17/2024	Tax Payment		IRS	Tax Payment for Period: 11/01/2024-11/30/2024	-2,723.28
12/18/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2024-11/30/2024	-587.34
12/20/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-7.11
12/23/2024	Check	16394	Jeffrey L. Babbitt	December mileage reimbursement	-26.53
12/23/2024	Check	16395	Arrowwaste, Inc.	Cust #91-781021	-18
12/23/2024	Check	16396	US Bank Equipment Finance	Invoice #544812209	-442.22
12/23/2024	Check	16397	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771818	-219.5
12/23/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-1,579.98
12/27/2024	Payroll Check	DD	Diane Switzer	Pay Period: 12/11/2024-12/24/2024	-342.68
12/27/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 12/11/2024-12/24/2024	-328.03
12/27/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 12/11/2024-12/24/2024	-259.8
12/27/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/11/2024-12/24/2024	-444.98
12/27/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/11/2024-12/24/2024	-1,281.32
12/27/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/11/2024-12/24/2024	-347.18
12/27/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/11/2024-12/24/2024	-966.34
12/27/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/11/2024-12/24/2024	-335.93
12/31/2024	Expense			TRANSFER TO ICS SWEEP ACCOUNT XX TRANSFE	-43.78
12/31/2024	Check	16398	Midwest Tape	Invoice #506554408	-463.14
12/31/2024	Check	16399	T-Mobile	Account #970594354	-172.2

# DORR TOWNSHIP LIBRARY

## General Ledger

December 2024

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE	
271-000-001 Checking								
	Beginning Balance						182,138.83	
12/03/2024	Deposit				271-000-002 ICS Account	521.51	182,660.34	
12/04/2024	Check	16386	Coverall of West Michigan	Invoice #7370170058	271-790-806 800. Professional and Contract Services:806. Professional Services	-450.00	182,210.34	
12/04/2024	Check	16385	Farmers Disposal		271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-114.00	182,096.34	
12/09/2024	Check	16390	CENTER POINT LARGE PRINT	Invoice #2133036	271-790-727 703-728. Operations:703. Books	-144.38	181,951.96	
12/09/2024	Check	16389	Griffin Pest Solutions	Invoice #2575663	271-790-806 800. Professional and Contract Services:806. Professional Services	-97.00	181,854.96	
12/09/2024	Check	16388	UNIQUE MANAGEMENT SERVICES INC	Invoice#6133953	271-790-803 800. Professional and Contract Services:803. Unique Management Costs	-19.70	181,835.26	
12/09/2024	Expense		Chase Card Services		-Split-	-3,979.80	177,855.46	
12/10/2024	Deposit				271-000-002 ICS Account	4,093.80	181,949.26	
12/12/2024	Deposit				271-000-658 404. Penal Fines	2,324.30	184,273.56	
12/12/2024	Expense				271-000-002 ICS Account	-1,874.30	182,399.26	
12/13/2024	Deposit				271-000-002 ICS Account	5,533.24	187,932.50	
12/13/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-1,265.62	186,666.88	
12/13/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-989.90	185,676.98	
12/13/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-444.96	185,232.02	
12/13/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-443.76	184,788.26	
12/13/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-400.54	184,387.72	
12/13/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-378.88	184,008.84	
12/13/2024	Payroll Check	DD	Diane Switzer	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-339.94	183,668.90	
12/13/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 11/27/2024-12/10/2024	Direct Deposit Payable	-335.06	183,333.84	
12/15/2024	Check	16391	Luke Lenhart		271-790-880 703-728. Operations:710. Programs (Community Promotions)	-400.00	182,933.84	
12/16/2024	Check	16393	Then and Now Genealogy Library		271-790-805 800. Professional and Contract Services:805. Professional Dues	-25.00	182,908.84	
12/16/2024	Check	16392	Foster, Swift, Collins & Smith	Invoice #901084	271-790-801 800. Professional and Contract Services:801. Legal Fees	-759.50	182,149.34	
12/16/2024	Deposit				-Split-	1,606.51	183,755.85	
12/17/2024	Deposit				271-000-002 ICS Account	3,807.62	187,563.47	
12/17/2024	Tax Payment		IRS	Tax Payment for Period: 11/01/2024-11/30/2024	271-000-229.1 Payroll Liabilities:Federal Taxes (941/944)	-2,723.28	184,840.19	
12/18/2024	Deposit				271-000-002 ICS Account	144.38	184,984.57	
12/18/2024	Tax Payment		MI Department of Treasury	Tax Payment for Period: 11/01/2024-11/30/2024	271-000-228.3 Payroll Liabilities:MI Income Tax	-587.34	184,397.23	
12/19/2024	Deposit				271-000-002 ICS Account	779.20	185,176.43	
12/20/2024	Deposit				-Split-	7.11	185,183.54	
12/20/2024	Expense				271-000-002 ICS Account	-7.11	185,176.43	
12/23/2024	Check	16396	US Bank Equipment Finance	Invoice #544812209	271-790-931 729-734. Facilities and Equipment:730. Equip Rental and Maintenance	-442.22	184,734.21	
12/23/2024	Check	16395	Arrowaste, Inc.	Cust #91-781021	271-790-921 729-734. Facilities and Equipment:729. Rent, Parking, Utilities	-18.00	184,716.21	
12/23/2024	Check	16397	ACCIDENT FUND INS CO OF AMERICA	Invoice #1001771818	718. insurance	-219.50	184,496.71	
12/23/2024	Check	16394	Jeffrey L. Babbitt		271-790-960.2 703-728. Operations:709. Ed. & Train Dor:709.1 Travel and Meetings	-26.53	184,470.18	
12/23/2024	Expense				271-000-002 ICS Account	-1,579.98	182,890.20	
12/24/2024	Deposit				271-000-002 ICS Account	860.00	183,750.20	
12/27/2024	Deposit				271-000-002 ICS Account	4,306.26	188,056.46	
12/27/2024	Payroll Check	DD	Jeffrey L. Babbitt	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-1,281.32	186,775.14	
12/27/2024	Payroll Check	DD	Jennifer L. Chamberlain	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-966.34	185,808.80	
12/27/2024	Payroll Check	DD	Karen K. Shaffer	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-444.98	185,363.82	
12/27/2024	Payroll Check	DD	Alexis Adrianse	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-347.18	185,016.64	
12/27/2024	Payroll Check	DD	Diane Switzer	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-342.68	184,673.96	
12/27/2024	Payroll Check	DD	Reilly J. Brower	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-335.93	184,338.03	
12/27/2024	Payroll Check	DD	Karen E. Brower	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-328.03	184,010.00	
12/27/2024	Payroll Check	DD	Savannah M Shustack	Pay Period: 12/11/2024-12/24/2024	Direct Deposit Payable	-259.80	183,750.20	
12/31/2024	Check	16398	Midwest Tape	Invoice #506554408	271-790-736 703-728. Operations:711. databases	-463.14	183,287.06	
12/31/2024	Check	16399	T-Mobile	Account #970594354	271-790-920 729-734. Facilities and Equipment:729. Rent, Parking, Utilities:729.1 Telephone, Telecommunications	-172.20	183,114.86	
12/31/2024	Deposit				-Split-	0.29	183,115.15	
12/31/2024	Deposit		Interest		271-000-665 405-407. Other Types of Income:406. Interest Income Dor	43.78	183,158.93	
12/31/2024	Deposit				271-000-002 ICS Account	219.21	183,378.14	
12/31/2024	Expense				271-000-002 ICS Account	-43.78	183,334.36	
<b>Total for 271-000-001 Checking</b>						<b>\$1,195.53</b>		

# DORR TOWNSHIP LIBRARY

## Profit and Loss

December 2024

	TOTAL
Income	
271-000-658 404. Penal Fines	2,324.30
43300 582. Direct Public Grants	
43310 582.1 Corporate and Business Grants	1,350.00
<b>Total 43300 582. Direct Public Grants</b>	<b>1,350.00</b>
46400 405-407. Other Types of Income	
271-000-665 406. Interest Income Dor	43.78
271-000-675.1 405. Miscellaneous Revenue	6.00
271-00-642.1 405.5 Book Sales	62.12
271-000-602.3 405.4 Faxes	29.60
271-000-659 405.2 Fines	9.30
271-000-667 405.3 Meeting Room Rental	105.00
271-000.602.1 405.1 Copies	43.30
<b>Total 271-000-675.1 405. Miscellaneous Revenue</b>	<b>255.32</b>
271-000-676.1 407. Reimbursements	
271-000-676.2 407.1 Credit Card Credits	25.84
271-000-676.3 407.2 Book Replacement	14.99
<b>Total 271-000-676.1 407. Reimbursements</b>	<b>40.83</b>
<b>Total 46400 405-407. Other Types of Income</b>	<b>339.93</b>
<b>Total Income</b>	<b>\$4,014.23</b>
GROSS PROFIT	<b>\$4,014.23</b>
Expenses	
271-790-715.3 702. Payroll Expenses	98.00
271-790-930 729-734. Facilities and Equipment	
271-790-921 729. Rent, Parking, Utilities	132.00
271-790-920 729.1 Telephone, Telecommunications	442.15
<b>Total 271-790-921 729. Rent, Parking, Utilities</b>	<b>574.15</b>
271-790-931 730. Equip Rental and Maintenance	442.22
<b>Total 271-790-930 729-734. Facilities and Equipment</b>	<b>1,016.37</b>
62100 800. Professional and Contract Services	
271-790-801 801. Legal Fees	759.50
271-790-803 803. Unique Management Costs	19.70
271-790-805 805. Professional Dues	250.00
271-790-806 806. Professional Services	547.00
<b>Total 62100 800. Professional and Contract Services</b>	<b>1,576.20</b>
65000 703-728. Operations	
271-790-727 703. Books	1,077.45
271-790-729 704. Ebooks	784.13
271-790-732 708. AV	
271-790-734 708.3 DVD	194.08
<b>Total 271-790-732 708. AV</b>	<b>194.08</b>



# DORR TOWNSHIP LIBRARY

## Profit and Loss

December 2024

	TOTAL
271-790-736 711. databases	463.14
271-790-737 720. Supplies	
271-790-738 720.1 Collection/Office Supplies	347.53
<b>Total 271-790-737 720. Supplies</b>	<b>347.53</b>
271-790-880 710. Programs (Community Promotions)	1,534.88
271-790-960.1 709. Ed. & Train Dor	25.00
271-790-960.2 709.1 Travel and Meetings	26.53
<b>Total 271-790-960.1 709. Ed. &amp; Train Dor</b>	<b>51.53</b>
<b>Total 65000 703-728. Operations</b>	<b>4,452.74</b>
718. insurance	219.50
780. Misc Expense	
782. Square Reader Fees	0.40
<b>Total 780. Misc Expense</b>	<b>0.40</b>
Payroll Expenses	
271-790-702 Wages	10,351.03
271-790-715.1 Taxes	791.82
<b>Total Payroll Expenses</b>	<b>11,142.85</b>
<b>Total Expenses</b>	<b>\$18,506.06</b>
NET OPERATING INCOME	<b>\$ -14,491.83</b>
NET INCOME	<b>\$ -14,491.83</b>

## Director's Report, January 20, 2025

### Library Operation Updates

Program attendance has been inconsistent, which is to be expected in the winter months due to weather. The best-attended programs were the Luke Lenhart SWELL Christmas show that was rescheduled from December 12 to Sunday, December 15 due to weather with 31 patrons, Button Art on January 6 with 17, and Christmas/Fairy Houses on December 16 with 15.

We are promoting Mango Languages this month and the first half of February, giving away Mango Languages pens and tote bags to patrons who complete lessons on the language learning database.

### Statistics

People visited the Library 1,103 times in December, an average of 42.4 per open day. Active Patrons continue to break records compared even to pre-pandemic numbers, but growth is slow: there were only 12 new patrons last month, which is fewer than either of the past two years in December.

Nearly every category of circulation is up significantly from December 2023. Mango Languages use was higher than it has been all year at 34 uses. Comics Plus continues to be underused, however.

### Budget and Financial Items

The Budget is up to date. The Small and Rural Libraries Accessibility Grant has been submitted. We have switched the vendor for our copier from Applied Innovations to Canon, which should save us approximately \$1,500 per year.

### Staff and Building Items

Lexi has been asked by the Programming Librarians Facebook group to submit the plans for her program "Cereal Party". This is a group that is populated by librarians across the world, and is run by the American Library Association. Her submission will appear on the Programming Librarians website.

Township Maintenance continues to try to find a replacement part for the stopper on the door to the Main Library. They should also be picking up a broken table for repair today.

### Meetings, Workshops, etc.

My fiancée and I went to the DBA Christmas Party on December 13 and participated in the gift exchange with a book that I purchased with my own funds. The DBA will be meeting in the Community Room of the Library for 2025. On January 8, the DBA Board met and I served as Communications Secretary for the

first time. The first General meeting of the year for the DBA was January 15. I spoke about the DBA's commitment to fund a second scholarship for Excel Adult High School now that the first scholarship has been funded by Parrigo. We are exploring how to do this for 2025 or possibly 2026.

Mia Ginzer from Pine Rest EAP came for a staff orientation on December 19, which was followed by a staff meeting. At the staff meeting, we hashed out the details for selling the rest of our DTL tote bags and for the Mango Languages promotion.

On the evening of December 19, I attended the Dorr Township Board meeting and gave my report.

January 2 was the second meeting of the Digital Equity Committee. We discussed the possible need for rebranding, funding, and information gathering. At the same time, there is an increased need for education in using the internet, as many rent, healthcare, government, and employment applications are moving entirely online.

On January 6, Reilly and I met with Alex Suzore of Cengage about Excel Adult High School and our next steps. Our account manager Kelly Everett is building the landing site that will allow candidates to apply for the program and will arrange for Reilly and I to meet for onboarding soon.

Lakeland Library Coop's Board and Advisory Council held meetings on January 9. Among other items, we discussed the release of the Consortium Version of BiblioApp mobile catalog the day before, and a couple of curious book challenges up by Spring Lake objecting to "too many murder books" using a form letter.

Later on the 9th, I began a four-part webinar course in Grant Writing to sharpen my skills.

Directly after that, the staff and I participated in a very informative Active Shooter Training with the Allegan County Sheriff's Sgt. Ben Haas.

Reilly and I met with OMNIA Partners on January 13 to explore how we can use this free group purchasing organization, which we joined in 2010, to save money on large purchases while minimizing staff time.

Finally, on January 16, the Allegan County Library Association met. We hammered out most of the details of the Countywide Training Day to be held in September.

## **Volunteers**

No new volunteers at this time.

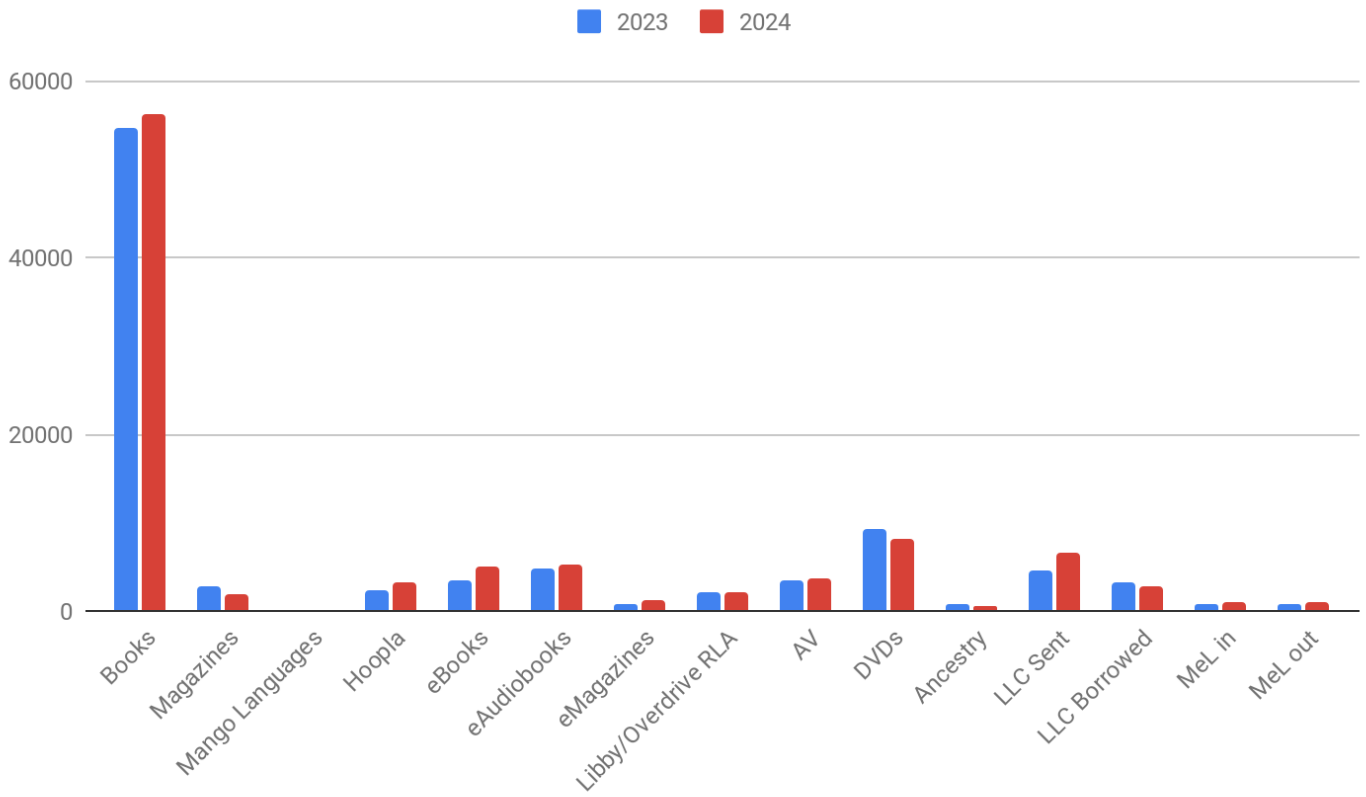
## **Library Closings**

. The Library was closed on December 24, 25, and 31 as well as January 1 for the holidays. We were closed on December 12 and closed at 5:00 PM on January 13 due to weather conditions.

Completed January 17, 2025, at 1:00 PM.

	2023											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	4263	4118	4682	4005	3855	5636	6377	5335	4137	4504	4239	3548
Magazines	230	287	291	392	327	242	266	219	179	170	145	145
Mango Languages	2	49	12	4	0	3	3	6	3	1	2	13
Hoopla	198	198	205	188	174	215	205	217	199	212	187	186
eBooks	259	252	323	273	249	284	404	289	300	318	283	314
eAudiobooks	365	320	388	387	393	462	480	453	396	426	388	355
eMagazines	27	19	34	39	24	48	61	45	60	149	125	108
Libby/Overdrive RLA Loans	167	171	184	136	163	222	173	186	194	158	181	160
AV	328	237	414	302	269	321	252	249	215	294	229	269
DVDs	879	634	853	995	892	1030	859	764	667	590	568	469
Ancestry	63	13	70	63	52	0	218	84	66	0	105	23
LLC Sent	372	387	475	354	345	473	462	277	210	436	442	368
LLC Borrowed	437	251	394	332	437	285	242	99	91	262	194	131
MeL in	67	56	71	65	55	39	75	53	61	57	55	46
MeL out	70	54	69	67	54	48	70	55	61	61	56	35

	2024											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Books	3659	3928	4824	4747	4394	5005	6038	5532	5094	4973	4066	3944
Magazines	172	154	177	261	122	165	194	177	202	131	123	71
Mango Languages	12	3	0	0	7	22	28	33	26	23	23	34
Hoopla	252	229	281	267	255	276	269	303	314	293	307	261
eBooks	347	415	338	331	407	376	348	464	418	341	452	717
eAudiobooks	399	412	433	437	467	459	450	454	455	426	413	414
eMagazines	132	134	135	48	69	58	80	47	62	93	88	202
Libby/Overdrive RLA Loans	217	207	211	175	147	194	184	204	162	190	191	N/A
AV	348	277	330	285	292	347	366	321	282	259	251	243
DVDs	629	566	682	761	719	641	941	899	710	565	544	598
Ancestry	0	39	0	59	71	118	182	0	24	0	84	22
LLC Sent	430	478	492	453	408	509	659	748	666	743	522	475
LLC Borrowed	267	223	267	237	208	225	191	279	293	269	228	206
MeL in	75	94	76	77	80	75	71	82	90	81	67	81
MeL out	87	91	80	84	88	79	66	85	89	81	64	75



CITY, VILLAGE, AND TOWNSHIP LIBRARIES (EXCERPT)  
Act 164 of 1877

**397.211 Vote of city, village, or township to establish free public library; governing board; establishment; provisional or permanent; membership; powers.**

Sec. 11. (1) Immediately after a city, a village, or a township has voted to establish a free public library, the city, village, or township shall establish a governing board as provided in subsections (3) and (4).

(2) If a city, village, or township has a free public library that has not elected a governing board, including a city library and governing board established under sections 1 to 10, the city, village, or township shall establish a governing board as provided in subsections (3) and (4).

(3) The legislative body of a city, village, or township described in subsection (1) or (2) shall appoint a provisional governing board of 6 members who shall hold office until the next city, village, or township election of a permanent governing board.

(4) A permanent governing board shall be established for a city, village, or township described in subsection (1) or (2) as follows:

(a) In a city or village that holds an annual election, 6 members shall be elected. The terms of 2 of the members shall be 1 year; the terms of 2 of the members shall be 2 years; and the terms of 2 of the members shall be 3 years. Each year thereafter, 2 members shall be elected for 3-year terms.

(b) In a city or village that holds biennial elections, 6 members shall be elected. The terms of 2 of the members shall be 2 years; the terms of 2 of the members shall be 4 years; and the terms of 2 of the members shall be 6 years. Biennially thereafter, 2 members shall be elected for 6-year terms.

(c) In a city or village that holds elections for city or village officers every 4 years, 6 members shall be elected for 4-year terms.

(d) In a township that holds elections for township officers every 4 years, 6 members shall be elected for 4-year terms.

(e) The members shall be nominated and elected on nonpartisan ballots. A candidate for city, village, or township governing board member shall be a qualified elector of that city, village, or township and shall file nonpartisan nominating petitions bearing the signatures of a number of registered and qualified electors of that city, village, or township as follows:

(i) For a city, village, or township having a population of 9,999 or less, not less than 6 or more than 20 signatures.

(ii) For a city, village, or township having a population of 10,000 or more, not less than 40 or more than 100 signatures.

(f) In lieu of the nominating petitions prescribed in subdivision (e), an individual may file with the clerk conducting an election a \$100.00 nonrefundable fee to have his or her name placed on the ballot.

(g) The Michigan election law, 1954 PA 116, MCL 168.1 to 168.992, governs the circulation and filing of nonpartisan nominating petitions and the conduct of nonpartisan elections under this section. A nonpartisan election conducted under this section shall be held in conjunction with the city, village, or township's next regularly scheduled primary or general election.

(5) Except as otherwise provided in this subsection, a member shall hold office until a successor is elected and qualified. The office of member becomes vacant when the incumbent dies, resigns, is convicted of a felony, is removed from office by the governor under section 10 of article V of the state constitution of 1963, or, except as otherwise provided in this subsection, ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected. A member who is serving a term on a library governing board on the effective date of the amendatory act that added this sentence and who during that term ceases to be a qualified elector of the city, village, or township in which he or she was appointed or elected may serve the remainder of the term, but may not seek another term on the library governing board of that city, village, or township unless he or she meets the requirements of subsection (4)(e).

(6) A city or village library governing board shall fill a vacancy in a membership by appointment of an individual to hold office until the next regular election at which city or village officers are elected. A township library governing board shall fill a vacancy in a membership by appointment of an individual to hold office until the next general November election.

(7) A provisional or permanent governing board has the powers prescribed in section 5.

**History:** 1877, Act 164, Eff. Aug. 21, 1877;—How. 5185;—CL 1897, 3459;—Am. 1905, Act 67, Eff. Sept. 16, 1905;—CL 1915, 3442;—CL 1929, 8070;—Am. 1931, Act 248, Eff. Sept. 18, 1931;—Am. 1945, Act 60, Imd. Eff. Mar. 28, 1945;—CL 1948, 397.211;—Am. 1978, Act 130, Imd. Eff. May 4, 1978;—Am. 1980, Act 114, Imd. Eff. May 14, 1980;—Am. 1980, Act 521, Eff. Mar. 31, 1981;—Am. 1984, Act 138, Imd. Eff. June 1, 1984;—Am. 1988, Act 432, Imd. Eff. Dec. 27, 1988;—Am. 2002, Act 160, Eff. Jan. 1, 2003;—Am. 2014, Act 131, Imd. Eff. May 27, 2014.

**Dorr Township Library Board  
Officers  
January 20, 2025**

**President:** \_\_\_\_\_

**Vice-President:** \_\_\_\_\_

**Treasurer:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_